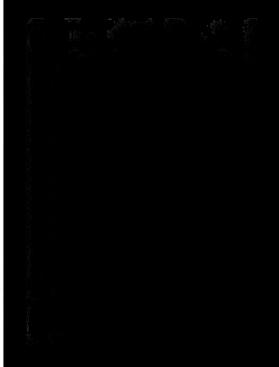


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Minutes of
LOGISTICS OFFICE STAFF MEETING
10 November 1953

PRESENT:

Mr. Garrison



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1. Mr. Garrison opened the meeting by introducing [REDACTED] to the group as the Chief of the Procurement Division.

2. Items discussed at the Assistant Director's Meeting: On 9 November, Mr. Garrison had attended the AD's Meeting. Following is a list of the items discussed at this meeting:

a. The DCI emphasized the importance of not talking about Agency business when outside of Agency buildings. It is especially important that employees refrain from talking about CIA or their connection with it when at cocktail parties and other social affairs.

b. A monthly letter from the Senior Representatives in the field directly to the DCI is being initiated. This monthly letter is to be on an Eyes Only basis but information pertaining to the various Headquarters Offices will be disseminated to them.

c. The Inspector General stated that 95% of his job would be eliminated if there was good personnel management in this Agency. There is lack of proper supervision on all levels throughout the Agency. Mr. Garrison added that Logistics Office doesn't have a perfectly clean slate; that it is important that each employee knows what his job is and what his responsibilities are.

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Mr. Garrison stated that whenever it might become necessary to remove an employee from his job because of his inability to fulfill the responsibilities of the job, the Chief of Logistics would stand behind the Division Chief 100%.

d. All budget questions or anything pertaining to budget should go through the Comptroller. This applies even should the Bureau of the Budget call a particular office directly. The Bureau of the Budget has cleared employees on the working level who have just completed a tour of several days in the DD/P's area.

e. There is a new security classification order from the White House. However, until new regulations can be written in accordance with this order, this Agency will continue as they have been doing in the past. It is expected that new instructions and procedures will be published and distributed in the Agency within the next ten days.

3. Blanket Travel Orders: The use of this type of travel order should be held to a minimum and Division Chiefs should be fully informed every time a member of their Division travels on one.

25X1A9a 4. Security Violations: [redacted] reported that there had been only one physical security violation during the month of October.